

E-Mail ALPERSRU V/01

Subj: ADDITIONAL GUIDANCE FOR MOBILIZED RESERVISTS

- Ref: (a) [E-mail ALPERSRU S/01](#)
(b) [ALCOAST 402/01](#)
(c) [ALCOAST 418/01](#)
(d) [SDA II User Manual, HRSICINST M5231.2](#)
(e) [Personnel and Pay Procedures Manual, HRSICINST M1000.2A](#)
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Introduction This E-mail ALPERSRU provides additional procedural guidance for reporting active duty performed by reservists mobilized in conjunction with the events that occurred on 11 September 2001.

Directives Affected This ALPERSRU supercedes the guidance in reference (a).

Discussion To date, PERSRUs have established pay on approximately 2,000 reservists who have been involuntarily recalled. Your timely action is greatly appreciated.

References (b) and (c), which were issued after Coast Guard Headquarters reviewed legislative authority associated with the mobilization of reservists, provide the following:

- Members currently recalled under 14 U.S. Code 712 will have recall orders modified to be under 10 U.S. Code 12302 with an effective date of 14 September 2001.
- Reservists recalled under 10 U.S. Code 12302 are ordered to Active Duty for a period of twelve consecutive months, unless released sooner.

This determination means that reservists recalled to Active Duty before 14 September 2001 fall under Title 14 U.S. Code for pay and allowances for any Active Duty performed prior to 14 September. Reservists performing Active Duty 14 September and later fall under Title 10 U. S. Code and are entitled to BAH-I and CONUS COLA, and other appropriate entitlements.

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**Procedure for
Reservists
Involuntarily
Recalled from
this Point
Forward**

Follow these procedures for Reservists recalled from this point forward.

- Prepare a Departing Endorsement on Orders transaction using Nature of Duty Code “R” in accordance with section 3-C, reference (d). For the Expected Termination Date (Element Code 75), use one year from the date the orders are issued, or the reservist’s expected loss date if they don’t desire to extend or reenlist. The Reserve Duty Type Code (EC 76) shall be “G” (Active Duty for Special Work in Support of the Active Component, ADSW-AC). The Reserve Training/Pay Status Code (EC 78) shall be “M”. Ensure the reservist has sufficient obligated service to meet the expected termination date.
- Prepare a Reporting Endorsement on Orders transaction using Nature of Duty Code “R” in accordance with section 4-C, reference (d). Cost Center Code 70880 must be used.
- Prepare a Change BAH (P606) transaction. The BAH zip code for members entitled to BAH-I (members with dependents, and members without dependents who are unable to occupy their civilian residence) shall be the zip code of the member’s principal place of residence. Note: Please be aware of reserve members married to active duty members and follow the guidance contained in Figure 3-12 of reference (e) for the appropriate BAH entitlements.
- Prepare a Start/Resume Pay and Allowance (P607) transaction for CONUS COLA. The CONUS COLA zip code used shall be the zip code of the member’s primary place of residence.
- For enlisted members, prepare a Start/Resume Pay and Allowance (P607) transaction for Subsistence Entitlements.
- For reserve officers, prepare an Officer Uniform Allowance (L66B) transaction if the officer meets the criteria of section 3-K-3, reference (e).
- Prepare a Family Separation Allowance (L6BB) transaction for members who meet the eligibility requirements for FSA-T or FSA-S IAW reference (e).

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**Service-
members'
Group Life
Insurance**

Mobilized reservists are covered at the maximum amount of Servicemembers' Group Life Insurance (SGLI), unless the member declines coverage or elects a reduced amount of coverage. In this regard, PERSRU shall:

- (a) Ensure each reservist who mobilizes reviews their current SGLV-8286 form to ensure it reflects the proper beneficiaries;
- (b) Counsel reservists who currently do not have maximum SGLI coverage that they will be automatically brought under maximum \$250,000 coverage unless the reservists executes an SGLV-8286 form electing reduced or no coverage; and (c) for any member who currently does not have maximum SGLI coverage, the PERSRU must prepare an Elect/Decline SGLI (P809) transaction to record whether the member desires maximum, reduced, or no SGLI coverage.

Effective 1 November 2001, the spouse and child/children of any member who has SGLI coverage will be automatically included in the SGLI program. The coverage for dependent children is free and the member cannot cancel the child/children coverage. There is a premium cost for spousal coverage. The premium rates for spouse coverage are provided on Form SGLV-8286A, which can be accessed at the following web site:

<http://www.insurance.va.gov/forms/8286a.pdf>.

PERSRU's should counsel reservists on the costs associated with spousal SGLI coverage, and afford reservists an opportunity to decline or elect reduced coverage. If the reservist desires to decline spousal SGLI coverage, or elect coverage in an amount less than \$100,000, the reservists should execute Form SGLV-8286A. Policy and procedural guidance on the new family SGLI program is being developed, and will be issued in the near future. PERSRU's shall hold SGLV-8286A forms executed by reservists pending issuance of such additional guidance.

**Records
Maintenance
for Recalled
Reservists**

Closely monitor and track the ending date of recalled reservist's active duty period, and timely submit a Statement of Intent transaction IAW page 2-A-244, reference (d), to prevent overpayments.

Upon expiration of the active duty period, prepare a Release from Active Duty (RELAD) event in accordance with section 8-B, reference (d).

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**Procedure for
Reservists
Involuntarily
Recalled from
14 Sep 01 to
Date**

For those reserve members brought on through the L68C process, prepare an Amend Reserve Expected Active Duty Termination Date (P191), or Report Additional Active Duty Authorized (P192) transaction, whichever is appropriate. The New Expected AD Termination Date (EC 02 or EC 75) shall be one year from the date the orders commenced, or the reservist's expected loss date if the member does not desire to reenlist or extend. The effective date of the P191/P192 will be 21 September 2001 (DTG of ALCOAST 402/01) or later date specified by the order issuing authority.

If the P192 transaction is used, enter a Reserve Duty Type (EC 76) of "G" (Active Duty for Special Work in Support of the Active Component, ADSW-AC).

For those reserve members brought on through the R990 process, prepare a deletion to the original Depart/Report ADT transaction (R990) and resubmit per the L68C process described in the fourth section above.

**Procedure for
Reservists
Involuntarily
Recalled
Between 11 and
13 Sep 01**

PERSRU's shall take the following action for Reservists involuntarily recalled between 11 and 13 September 2001:

- If the reservist's original recall to Active Duty was for 29 days or less, prepare a correction to the original Depart/Report ADT (R990) changing the Arrive Home date to 13 September 2001 (2400).
- If the reservist's original recall to Active Duty was for more than 29 days, prepare a Stop Basic Pay, BAH II/BAQ and BAS Entitlements (R991) transaction changing the Arrived Home date to 13 September 2001 (2400).
- Then, effective 14 September 2001, prepare a Departing and Reporting Endorsement on Orders and other related transactions following the guidance described in the fourth section above.

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**Special
Items to be
Considered**

PERSRUs have been very diligent in submission of transactions for this mobilization under arduous and stressful conditions. We thank you for your efforts in helping us ensure that our recalled reservists receive timely pay and personnel assistance. In an effort to assist you and help make this process smoother for future mobilized reservists, here is a list of some of the common mistakes on documents submitted for this operation.

- A Reporting Endorsement on Orders submitted with no Departing Endorsement on Orders or vice versa.
- A Departing Endorsement on Orders submitted with a Nature of Duty Code of "R" but the Reporting Endorsement on Orders had a Nature of Duty Code of "1". Both the Departing and Reporting need a Nature of Duty Code of "R".
- The Cost Center Code of 70880 was not entered on the Reporting Endorsement on Orders. This field needs to reflect 70880 so that we can properly account for expenditures associated with this operation.
- Reserve member did not have enough obligated service to cover the duration of their recall.
- Departing Endorsement on Orders and Reporting Endorsement on Orders submitted with the same effective time, which causes a duplicate entry. Reporting Endorsement on Orders must have an effective time at least 5 minutes later than the Departing.

**Special
Payments**

HRSIC is processing special payments for any reserve transaction that appeared on the 20 September Exception Report. For Reservists who need a special payment for 1 October, and no transaction was submitted to HRSIC for the 20 September Update Cycle, the PERSRU needs to submit a Special Payment Request E-mail in accordance with section 6-B-3 of reference (d).

**Conversion
Program**

HRSIC will run a conversion program to convert all mobilized reservists currently in an Extended Active Duty (EAD) status to an Active Duty for Special Work in Support of the Active Component (ADSW-AC) status.

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Questions

Questions may be directed to the HRSIC Customer Service Team
at 785-339-3540.

Released by



H. W. HEINEKEN
Deputy Director